TABLE OF CONTENTS

This publication uses two lesson formats - technical and experiential. Units # 1, 2, 3, 4, and 5 are technical lessons in which the instructor presents the material. Units # 6, 7, and 8 are experiential lessons which give students "hands-on" experience. Unit # 9 outlines a model fire drill plus an evaluation checklist.

INTRODUCTION

This revision of the original *Fire and Life Safety in Jails* pertains to juvenile as well as adult detention facilities. It is intended to act as a guide for instructors for the fire and life safety instruction required in Section 6030 of the California Penal Code (P.C.) and Title 15 of the California Code of Regulations for juvenile and adult local detention facilities. It must be emphasized that this booklet is a guide to the development of a training course and should be adapted to the skills and delivery of the persons providing the instruction.

Instruction in fire and life safety is included in the juvenile counselor and corrections officer core training courses certified by the Board of Corrections' Standards and Training for Corrections (STC) program, and successful completion of this course meets the requirements of 6030 P.C. However, as facility construction, configuration and equipment vary widely, it should be supplemented by training in equipment and procedures specific to each detention facility.

HISTORICAL NOTE

Within a span of seventeen days in the summer of 1977, three major fires occurred in penal institutions in the United States and Canada, causing the needless loss of 68 lives.

Prompted by these tragedies, the Governor convened the ad hoc Committee on Fire and Life Safety in Jails, comprised of representatives from local detention facilities plus local and state fire authorities, to evaluate fire safety in California's jails. Its charge was to determine if conditions in jails in California could allow similar tragedies and, if so, what could be done about them.

As a result of detailed surveys of representative facilities throughout the state, the committee found that a common area of weakness was that detention personnel were not properly trained to respond to fire emergencies. The conclusion was that: (1) effective fire safety training programs must be established and maintained in all jails; (2) all employees on every shift must be regularly trained and evaluated; and (3) new employees must receive training before they start their work assignments.

The original manual, published in 1979, by the Office of the State Fire Marshal (SFM) in cooperation with the State Board of Corrections (BOC), under a grant from the Law Enforcement Assistance Administration, was designed to assist instructors in implementing a continuous fire training program. It contained background information and minimum performance standards for all jail personnel.

The success of the *ad hoc* committee's work, and the publishing of the original manual, were made possible through a close working relationship among the State Board of Corrections, the Office of the State Fire Marshal, the Office of Criminal Justice Planning, and local government, representing a unique opportunity for cooperation between state and local officials.

Unit # 1: Notifying the Fire Department

Presentation by Instructor:

Office personnel should be instructed in notifying the fire department by dialing 911 or other emergency fire department phone numbers. In addition, the emergency telephone number of the fire department should be posted at each telephone having an outside line. When reporting a fire, personnel should give the name of the facility, the address of the facility, and, if known, the exact location of the fire (e.g., kitchen, storeroom, laundry room).

Personnel on general duty must know the locations and how to activate the fire alarm sending stations. The alarm system may be connected directly to the fire department. Even if this is true, a follow-up telephone call should be made to the fire department.

Fires often disrupt or destroy normal telephone services. Employees should know the location of the nearest outside means of contacting the fire department (a street fire alarm box, inside manual pull station, a telephone, or the fire station itself).

The State Fire Marshal's Office lists approved fire alarm systems and components. Fire alarm standards which must be maintained include:

1. When manual fire alarm boxes are required, they shall be easily visible and readily accessible.

2. Alarm sounding devices. In general, these devices will be chimes or buzzers located in constantly supervised locations and control areas. These devices will be clearly seen and heard above the maximum noise level which may be developed under normal conditions of occupancy.

3. If protection of any part of a detention facility includes an automatic smoke or heat detection system, or fire sprinkler system, this system should be maintained so that when it is activated, the fire alarm system will sound.

Detention Facility Staff should anticipate:

1. That detention facility fires are usually intentionally started.

2. That persons in custody may resist firefighting or relocation efforts.

3. That copious amounts of smoke can be generated from normal combustibles in housing units, particularly from foam padding and bedding.

4. The possibility of having to relocate detainees.

5. When relocation of detainees is necessary, such movement should not conflict or hamper firefighting efforts or permit the spread of smoke.

6. The need to provide access for firefighters and equipment and still maintain security.

7. The assignment of a supervising officer with a full set of keys to provide access for the fire department and to remain with the fire department command person to render assistance as necessary.

Review:

1. In an office, where should the emergency number of the fire department be posted?

2. When reporting a fire, what information should be given to the fire department?

3. Describe the closest alternative means of contacting the fire department.

4. Identify the locations of fire alarm sending stations.

5. Describe how a fire alarm sending station is activated.

Unit # 2: Relocating Threatened Persons

Presentation by Instructor:

During a fire, smoke and heat can impede rescue operations, lessen visibility and create a panic which may lead to injuries and death. Fires in areas opening into escape corridors, stairways, walkways and ramps are particularly hazardous. Such fires can fill the exiting system with toxic gases and smoke within a very short period of time.

Perhaps the most important factor in detention facility fire safety is the proper maintenance of exit systems. Corridors and stairways must be clear, unobstructed and well lighted. Key-moved deadbolts, padlocks, and similar devices on any exit door must be in an operable condition at all times.

In facilities where the swift relocation of persons may be hampered, an evacuation plan is required. If a fire occurs, implementation of this plan should be immediate. Detainees, visitors and employees may have to be safely relocated. The designated refuge areas may

be on the other side of a fire wall, or on another floor of the structure. In some cases, evacuation to the outside of the building is required. Training on relocation procedures and review of operating systems (locks, doors, etc.) is recommended at least on a quarterly basis for all personnel.

Employees must know the safe relocation areas and evacuation routes as they are defined in the fire and evacuation plan. The location of "all releasing devices" keys must be determined in advance.

Review:

1. Identify the safe refuge areas in various parts of the facility.

2. Describe the approved evacuation routes from various areas within the facility.

3. List the location of keys, control boxes or other releasing devices.

4. Determine if jail exit corridors, stairways and doors are properly maintained and clear of obstacles at all times.

Unit # 3: Confining the Fire

Presentation by Instructor:

In a building, fire, heat and smoke can travel horizontally and vertically. Hot gases will rise and carry the fire to upper levels. To prevent this vertical spread, openings into enclosed stairways and shafts are kept closed.

The horizontal spread of fire is often controlled by fire walls and fire doors. A "one hour" fire wall indicates the approximate time it takes for a fire to burn through the wall and extend to adjoining areas. Fire doors are installed to prevent the spread of fire through openings in the fire walls. These doors must be kept free of obstacles which would prevent them from closing. Wedges must never be placed under fire doors to hold them in an open position. Regular inspection of fire door hardware is important. Fire door latching devices must be maintained in operable condition.

If a fire is located in an area where it cannot be extinguished immediately, ensure that all persons are removed from the area and confine the fire by closing the doors around it. Smoke, heat and flames will be contained for a time. The employee can then activate the fire alarm system and set the fire plan into motion.

REVIEW:

1. What construction features in a detention facility control the horizontal spread of a fire?

2. What is the best method to confine a fire which cannot be immediately extinguished?

3. Identify the location of fire walls and fire doors within the facility.

4. Determine if fire doors within the facility are being properly maintained.

Unit # 4: Identifying Fire Extinguishers

Presentation by Instructor:

There are four classes of fire:

Class A fires involve ordinary combustible materials such as wood, paper, grass, litter, bedding and similar materials.

Class B fires involve combustible liquids such as gasoline, kerosene, grease and similar materials.

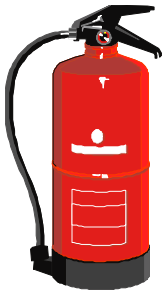
Class C fires involve energized electrical equipment. Examples would be motors, switchboards, wiring.

Class D fires involve combustible metals such as magnesium, sodium and others.

Fire extinguishers are designed to fight one or more classes of fire. Class A fires are most commonly extinguished by water. Many types of extinguishers used on Class A fires contain water expelled by various methods. Class B fires are more difficult to fight. Flammable liquids generally burn much hotter than ordinary combustible materials. Class B extinguishers generally contain a powder or gas. An extinguisher designed for Class C fires must contain an agent which does not conduct electricity. Carbon dioxide gas, special powders or halogenated liquids are used on this type of fire. The extinguishment of Class D fires generally requires a specialized agent such as graphite or sodium chloride. Unless there is a magnesium metal-working shop in your facility, it is not likely that the jail uses this type of extinguisher.

The operation, effective range, and contents of common extinguishers should be known by personnel who might be called upon to use them during an emergency. Personnel should also know what class of fire the extinguisher is designed to combat.

USE ON CLASS A FIRES

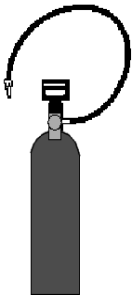


Operation: Pull pin, squeeze handles or push bottom of seat-type valve on top of extinguisher.

Effective Range: 30-40 feet.

Content: Water and gas under pressure in the body of the extinguisher.

Note: The pressure gauge should be checked regularly.



USE ON CLASS A FIRES

Operation: Stand upright, point nozzle at fire, pump handle.

Effective Range: 30-40 feet.

Content: Water.

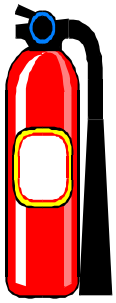
USE OF CLASS A, B, AND C FIRES

Operation: The same as for other cartridge-operated or stored-pressure extinguisher.

Effective Range: 6-12 feet (10 pounds or greater).

Content: Sodium bicarbonate or potassium bicarbonate powder.

Note: Not effective on deep-seated fires in normal combustibles.



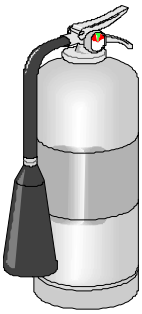
USE OF CLASS B AND C FIRES

Operation: Stand upright, pull pin, point nozzle at fire, release valve.

Effective Range: 2-4 feet.

Content: Liquid and gaseous carbon dioxide.

Note: Nozzle can become extremely cold when gas is expelled.



USE ON ALL CLASSES OF FIRE, A, B AND C

Operation: Pull pin, squeeze handles, point nozzle at fire.

Effective Range: 12-15 feet.

Content: Monammonium phosphate powder.

Note: Can leave a residue on food and electrical equipment.

Evaluation of Students:

1. What types of fire extinguishers are ready to be used in this facility?
2. Where are fire extinguishers located in this facility?
3. What class of fire involves gasoline?
4. On what class of fire would it be dangerous to use water?
5. How is a carbon dioxide extinguisher activated?
6. What type of extinguisher is effective on Class A, Class B and Class C fires?
7. Dry chemical extinguishers are ineffective on what type of fires?
8. What precaution should an operator take when employing a carbon dioxide extinguisher?

Unit #5: Maintaining Fire Safety

Materials Needed:

Each student should receive a copy of the *Fire Safety Inspection Report.* The California Health and Safety Code Section 13146.1 requires either the SFM or local fire authority to conduct a fire and life safety inspection annually. A copy of the last inspection report should be on hand and available.

Presentation by Instructor:

What is a fire hazard?

One excellent way to find out is to inspect your facility with the assistance of a checklist on fire safety. As you answer the questions on the checklist, not only do you quickly learn what a fire hazard is, but also you find the methods to correct the hazard before it can cause trouble.

This sample inspection report is merely a guide to assist you, a way to help you look systematically at the problem of fire prevention. Depending upon the size and operation of your facility, items may have to be added or deleted. Your local fire authority should be consulted before changes are made.

There are a variety of items listed in this fire safety inspection report. They include some subjects we've studied previously - exitways, fire doors, fire hose, extinguishers, etc. Some other items require additional discussion, because of the age and design of your facility such as training requirements, evacuation plans, etc.

Temporary electric wiring must not be used except in emergency conditions and then only with the approval of local authorities. This would include extension cords. Combustible material should be stored where it will not come in contact with light fixtures or electrical appliances.

Heaters must be equipped with approved automatic safety controls and proper external safety guards to prevent accidental ignition of clothing or other combustible material. Oil heaters with self-contained tanks should be filled only when the units are cold and when they are not in operation. Heaters, vents and chimneys should be kept free of soot and other obstructions.

Storage of combustible materials must be limited to properly designed storage areas. Mattresses, paper towels, plastic bottles, wiping rags, floor waxes, furniture polishes, insect sprays, sweeping compounds, paints and similar material must not be stored under stairways or in boiler rooms, heater rooms, or plumbing access areas. Limited quantities of such materials may be stored in well-ventilated rooms approved for such storage

purposes if they are kept in metal containers with tightfitting lids. The fire authorities should be consulted to determine the amounts permitted in the building.

Extreme caution must be taken to avoid the fire hazards created by Christmas trees, foliage or other holiday decorations in the facility. Flame-retardant fabrics or materials should be used. Lists of approved materials, fire-retardant chemicals, and flame-retardant application companies are available from the State Fire Marshal's Office.

Evaluation of Students:

1. Complete the approved checklist by inspecting the facility (at the option of the instructor, a larger facility may be inspected by having teams of employees assigned to specific areas: cell areas, kitchen, shops, administration office, etc.).

MONTHLY FIRE SAFETY INSPECTION GUIDE
(FOR USE BY FACILITY STAFF)

Facility: _____ **Phone:** _____
Fire Dept: _____ **Phone:** _____
Evaluator(s) _____ **Date:** _____
_____

	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 1 - ELECTRICAL a. Extension cords: Condition Excessive Length (used in lieu of permanent wiring)				
b. Appliances properly grounded				
c. Motors				
d. Wiring				
ITEM 2 - STAIRWAYS a. Doors at each floor level: Operation Kept closed				
b. Free from obstructions				
c. Properly lighted				
ITEM 3 - EXIT LIGHTS a. Proper size				
b. Proper watt bulbs				
c. Working order				
ITEM 4 - EXITWAYS a. Properly lighted				
b. Free from obstructions				
c. Are there two remote paths of exit travel from each cell block or area?				
d. Are reliable means provided to permit the prompt release of inmates from locked areas?				

MONTHLY FIRE SAFETY INSPECTION GUIDE
(CONTINUED)

	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 4 - EXITWAYS				
1. Is prompt release of inmates guaranteed by adequate correctional personnel continuously on duty with keys readily available?				
2. Is more than one set of keys readily available in case of loss or breakage during a fire emergency?				
ITEM 5 - FIRE DOORS a. Operation				
b. Unobstructed (no wedges)				
ITEM 6 - FIRE HOSE (STANDPIPES) a. Cabinet door operation				
b. Hose condition				
c. Nozzle in place				
d. Hoes properly hung in rack				
ITEM 7 - EXITWAYS a. Correct location Accessible and visible				
b. Properly serviced Serviced date within 12 months				
c. Decals which indicate type of fire, which extinguishers can be used on				
ITEM 8 - FIRE ALARM FACILITIES a. Location signs in place				
b. Boxes unobstructed				
c. Tested every 30 days				
d. Date of last test				
e. Auxiliary boxes should have sign indicating if system is connected to fire department				

MONTHLY FIRE SAFETY INSPECTION GUIDE
(CONTINUED)

	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 9 - FIRE DRILLS a. Date of last fire drill				
b. Do all employees and staff members participate in a drill?				
ITEM 10 - SPRINKLER SYSTEM a. Tested every 30 days (by local fire department, unless other arrangements have been made)				
b. Heads and controls unobstructed				
ITEM 11 - FLUES AND VENTS a. Condition				
ITEM 12 - HEATING a. Fire door operation				
b. No combustible storage in room				
c. Condition of filters in air conditioning system				
d. Combustion air opening unobstructed				
ITEM 13 - HOUSEKEEPING a. No combustibles stored under stairways				
b. Adequate storage of janitorial and cleaning equipment in proper area				
c. Oily rags, paint rags, in covered metal cans				
d. No excessive accumulation of combustible litter				
ITEM 14 - KITCHEN a. Hoods, vents, fans ducts: Condition Free of grease accumulation				
Filters cleaned regularly Date last cleaned				

MONTHLY FIRE SAFETY INSPECTION GUIDE
(CONTINUED)

	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 15 - COMPRESSED GASES (NONFLAMMABLE) a. Properly stored (cylinders) in designated area				
b. Properly secured (cylinders) by chain or strap to wall				
c. Storeroom vented to outside				
ITEM 16 - FLAMMABLE LIQUIDS a. Properly stored outside of facility				
b. Properly dispensed				
c. "No Smoking" signs provided				
d. Containers in good condition				
ITEM 17 - AUXILIARY LIGHTING a. Auxiliary emergency generator Maintenance Operating order				
b. Checked weekly - date of last test				
c. Emergency fixtures working properly				
ITEM 18 - CARELESS SMOKING HAZARDS a. Designated smoking area Proper ashtrays **ITEM 19 - GENERAL HAZARDS** a. Has everyone in your department been warned never to use flammable fluids for cleaning floors, clothes or furnishings?				
b. Do you see that any portable heater is placed well away from bedding, furniture and other combustible materials?				
c. Is every fireplace equipped with a sturdy metal fire screen?				
d. Do you keep your yard cleared of leaves, debris and combustible rubbish?				
e. If you keep gasoline for use in a power mower of generator, is it stored in a strong, metal safety-type can with self-closing caps on openings?				

MONTHLY FIRE SAFETY INSPECTION GUIDE
(CONTINUED)

	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
ITEM 19 - GENERAL HAZARDS f. Are the furnishings in use non-combustible? Check box, if any of the following are used in your facility: ☐ Furnishings padded with foamed plastics or foamed rubber ☐ Foamed plastic or foamed rubber padding on walls, ceilings or floor ☐ Mattresses constructed, in whole or in part, of foamed plastics or foamed rubber				
g. If any of the above furnishings are used, do you know the fire performance of the materials?				
h. Has any action been taken to alleviate the hazard created by materials which have been shown to have poor fire performance?				
ITEM 20 - FIRE DETECTION EQUIPMENT a. Have smoke and/or heat detectors been provided in				
b. Are they interconnected to the fire alarm system?				
c. Are detectors tested periodically and in operable condition?				
d. Are all fire alarm system components (F/A stations, detectors, audible devices, standby batteries), in working order?				

Unit #6: Using Self-Contained Breathing Apparatus

Materials Needed:

- An example of self-contained breathing apparatus used in the facility.
- A room that can be darkened to simulate a smoke filled room.

Presentation by Instructor:

The purpose of this drill is to familiarize you with the operation of the self-contained breathing apparatus used at this facility.

Confined spaces and smoke filled rooms frighten most people. This fear must be overcome in order to perform a required rescue or successfully extinguish a fire. Complete knowledge of the capabilities of your self-contained breathing apparatus will provide you with the needed confidence.

You will learn where the breathing apparatus is stored, how to remove it from the case, how to don it, how to operate and use it under stress conditions.

Performance Goal:

Given:

1. Self-contained breathing apparatus in case or where normally mounted.
2. A room that can be darkened to simulate smoke filled room.

Performance: The student will:

1. Remove breathing apparatus from case or mounting.
2. Don breathing apparatus in prescribed method.
3. Activate breathing apparatus.
4. Operate breathing apparatus in darkened room.

Standard:

1. According to procedures as outlined in International Fire Service Training Association Essentials manual 3rd edition, pages 63-104.

Instructor's Notes:

1. The time limitation for donning mask should be established. Should be accomplished in under one minute.
2. This drill should be conducted with fire department personnel in attendance to act as advisers and a back-up crew.
3. When sending students into darkened room, stress working in pairs and staying together.
4. Place hidden objects in darkened room to simulate rescue procedures.

Unit #7: Using Fire Extinguishers (Lesson Plan)

Materials Needed:

- An example of each type of fire extinguisher installed in the facility.
- Facilities permitting the ignition of Class A and Class B fires.
- Wastebaskets or other objects containing paper or light wood.
- Small metal pans.

- Flammable liquids in safety cans, such as gasoline, acetone.
- Cabinets containing fire extinguishers.

Introduction by Instructor:

The purpose of this drill is to familiarize you with the operation of various kinds of fire extinguishers.

Fires frighten most people. Fear may create a hesitancy to use an extinguisher when it is needed. This drill may help to overcome any fears you may have and help to build confidence in your competency.

You will learn how to remove extinguishers from wall mountings and cabinets. Many people are surprised at the weight of these extinguishers and have some difficulty removing them from their holders. You will be shown how to remove and carry them, how to activate and employ them on Class A and Class B fires.

Performance Goal:

Given:

1. Extinguishers in wall cabinets or mounts.
2. A small Class A or Class B fire.

Performance: The student will:

1. Remove the designated extinguisher from its mounting or cabinet.
2. Carry the extinguisher to the scene of the fire.
3. Activate the extinguisher.
4. Extinguish the Class A fire with a water extinguisher, which would include:
    - Approaching the fire from the windward side.
    - Applying water at the base of the fire in a spray pattern.
    - Demonstrating the effective range of the extinguisher.
5. Extinguish the Class B fire with a dry chemical, carbon dioxide which would include:
    - Approaching the fire from the windward side
    - Using a sweeping motion when applying dry chemical or carbon dioxide to move the fire away from the operator and prevent flashback.
    - Backing away from the extinguished fire.

Standard: With 80% accuracy, according to information and procedures contained in International Fire Service Training Association (IFSTA) Manual, 3rd Edition.

Instructor's Notes:

1. The time limitations for the various types and sizes of extinguishers should be discussed with the students.
2. Ideally, this drill should be scheduled when your annual fire extinguisher servicing takes place.
3. This drill should be conducted with fire department personnel in attendance to act as advisers and a back-up crew.

4. When extinguishing the Class B fires, safety precautions must be observed. Care must be taken not to allow the flashback of vapors during extinguishment and re-ignition. Always have a qualified person standing by with a full extinguisher.

Unit #8: Using Hose in Cabinets (Lesson Plan)

Materials Needed:

- Cabinet containing fire hose.
- Facilities permitting the laying of hose lines.

Introduction by Instructor:

The purpose of this drill is to show you how to remove hose from a cabinet and how to advance the hose to the scene of a fire.

This will be a dry drill, which means that we will not actually turn on the water. (If the local fire department can provide replacement hose, the instructor might consider having a wet drill.)

Several points about this drill need to be emphasized.

1. You must release the hose and pull the line from the cabinet before the water is turned on. If the water is turned on before the hose is completely out of the cabinet, the hose will well and jam in the rack.

2. If linen hose is used, the hose will leak slightly when the water is first turned on. This minor leakage is normal, particularly if the hose has no interior rubber lining. The outer jacket of the hose will eventually swell to prevent leakage.

3. The hoses are about 75 feet long. Hose cabinets are located so that any point in the building can be reached with water.

4. After using the hose on a fire, it should be cleaned with soap and water and thoroughly dried before it is returned to the cabinet. The local fire department has hose drying facilities.

Performance Goal:

Given:

1. Hose mounted in a cabinet.
2. Personnel assistance.

Performance: Working as a team of two employees, these procedures shall be followed:

1. Employee "A" opens hose cabinet.
2. Employee "A" pulls the hose from the rack and proceeds to the simulated scene of the fire.
3. Employee "B" makes certain the hose line is not tangled or kinked as it is being removed from the rack.
4. When reaching the scene of the fire, Employee "A" calls for water (no attempt should be made to closely approach the fire until the water has reached the nozzle).
5. When receiving the call for water, Employee "B" turns on valve at hose cabinet (simulated) and remains at cabinet to control water flow as directed by Employee "A."
6. Employee "A" simulates fighting the fire by directing water at the base of the flame.

Standard: With 100% accuracy, according to information and procedures contained in International Fire Service Training Association (IFSTA) Manual "Essentials of Firefighting", 3rd edition.

Instructor's Notes:

1. Although the fire should not be closely approached until water has reached the nozzle, students should be reminded that premature opening of the nozzle can cause water damage.

Unit #9: Complete Fire Drill

Note to Instructor:

- A specific area of room should be designated as the fire location.
- If possible, a local fire official should be present at each drill to observe and evaluate performance.
- An assigned employee should actually call the fire department. This is a vital step and any weakness in notification procedures must be corrected at once.
- The instructor should, of course, give prior notification to the fire department about the exact time and day the fire drill will take place.
- If all constantly attended locations and control areas which did not hear the alarm, the sounding device in that area should be checked and repaired or replaced as necessary. This will require immediate correction.
- During the drill, or immediately thereafter, question key personnel about their knowledge of shutoff valves and/or switches. This is important when considering heating and air conditioning systems in the fire area.

  NOTE: In those instances where the sounding of fire alarm audible devices would not be prudent due to inmate or ward situations, fire drills should simulate as close as possible all procedures outlined. Evaluation of the drill should include a question-and-answer session based upon the simulation activity. In no case should a simulated drill preclude a hands-on type exercise by staff.

Checkpoints for Evaluating the Drill:

1. Notification
   - If the fire area contains a fire alarm sending station, was it used promptly and correctly?
   - Was the fire department telephoned immediately with the proper information?
2. Relocation
   - If evacuation procedures were necessary, were they promptly started?
   - Were persons relocated to designated safe refuge areas?
   - Were designated evacuation routes used?
3. Fire confinement
   - If the facility has firewalls, were the fire doors closed?
   - Were all doors closed in the fire area?

4. Extinguishment
    - Did employees respond to the scene of the fire with the correct extinguishers and/or hose lines?
5. Extinguishment
    - Did employees in other areas of the facility stand-by for instructions?
    - Did all employees hear the alarm?
    - Did all employees know their assignments?
    - Did the employees perform competently and calmly?

APPENDIX A

PENAL CODE

6030. Local Detention Facilities; Establishment of Standards

(a) The Board of Corrections shall establish minimum standards for local detention facilities by July 1, 1972. The Board of Corrections shall review such standards biennially and make any appropriate revisions.

(b) The standards shall include, but not be limited to, the following: health and sanitary conditions, fire and life safety, security, rehabilitation programs, recreation, treatment of persons confined in local detention facilities, and personnel training.

(c) Such standards shall require that at least one person on duty at the facility is knowledgeable in the area of fire and life safety procedures.

6031.1 Biennial Inspections; Scope

Inspections of local detention facilities shall be made biennially. Inspections of privately operated work furlough facilities and programs shall be made biennially unless the work furlough administrator requests an earlier inspection. Inspections shall include, but not be limited to, the following:

(a) Health and safety inspections conducted pursuant to Section 459 of the Health and Safety Code.

(b) Fire suppression preplanning inspections by the local fire department.

(c) Security, rehabilitation programs, recreation, treatment of persons confined in the facilities, and personnel training by the staff of the Board of Corrections.

Reports of each facility's inspection shall be furnished to the official in charge of the local detention facility or, in the case of a privately operated facility, the work furlough administrator, the local governing body, the grand jury, and the presiding or sole judge of the superior court in the county where the facility is located. These reports shall set forth the areas wherein the facility has complied and has failed to comply with the minimum standards established pursuant to Section 6030.

TITLE 15, MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES CALIFORNIA CODE OF REGULATIONS

Division 1, Board of Corrections, Chapter 1, Subchapter 4

1028. Fire and Life Safety Staff. Pursuant to Penal Code Section 6030 (c), effective January 1, 1980, whenever there is an inmate in custody, there shall be at least one person on duty at all times who meets the training standards established by the State Fire Marshal for general fire and life safety which relate specifically to the facility.

1032. Fire Suppression Preplanning. Pursuant to Penal Code Section 6031.1 (b), the facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire suppression which shall include, but not be limited to:

(a) a fire prevention plan to be included as part of the manual of policy and procedures (15 California Code of Regulation 1029)

(b) regular fire prevention inspections by facility staff on a monthly basis with two year retention of the inspection record

(c) fire prevention inspections as required by Health and Safety Code Section 13146.1 (a) and (b) which requires annual inspections;

(d) an evacuation plan, and

(e) a plan for the emergency housing of inmates in the case of fire.

TITLE 15, MINIMUM STANDARDS FOR JUVENILE FACILITIES

Section 1323. Fire and Life Safety.

Whenever there is a minor in a juvenile facility, there shall be at least one person on duty at all times who meets the training standards established by the Board of Corrections for general fire and life safety which relate specifically to the facility.

Section 1325. Fire Safety Plan

The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:

(a) a fire prevention plan to be included as part of the manual of policy and procedures;

(b) monthly fire and life safety inspections by facility staff with two year retention of the inspection record;

(c) annual fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) which requires annual inspections;

(d) an evacuation plan; and documented fire drills not less than quarterly;

(e) a written plan for the emergency housing of minors in the case of fire; and,

(f) development of a fire suppression pre-plan in cooperation with the local fire department.

STATE FIRE MARSHAL

HEALTH AND SAFETY CODE

13146.1.

(a) Notwithstanding the provisions of Section 13146, the State Fire Marshal, or the State Fire Marshal's authorized representative, shall inspect every jail or place of detention for persons charged with or convicted of a crime, unless the chief of any city or county fire department or fire protection district, or that chief's authorized representative, indicates in writing to the State Fire Marshal that inspections of jails or places of detention, therein, shall be conducted by the chief, or the chief's authorized representative and submits the reports as required in subdivision (c).

(b) The inspections shall be made at least annually for the purpose of enforcing the regulations adopted by the State Fire Marshal, pursuant to Section 13143, and the minimum standards pertaining to fire and life safety adopted by the Board of Corrections, pursuant to Section 6030 of the Penal Code.

(c) Reports of the inspections shall be submitted to the official in charge of the facility, the local governing body, the State Fire Marshal, and the Board of Corrections within 30 days of the inspections.

APPENDIX B

STATE FIRE MARSHAL REGULATIONS
(MAINTENANCE AND FIRE EXTINGUISHERS)

TITLE 19, CALIFORNIA CODE OF REGULATIONS

1.14 Maintenance. Every fire alarm system or device, sprinkler system, fire extinguisher, fire hose, fire resistive assembly or any other fire safety assembly, device, material or equipment installed and retained in service in any building or structure subject to these regulations shall be maintained in an operable condition at all times in accordance with these regulations and with their intended use.

3.24 Maintenance. All fire alarm systems, fire detection systems, automatic sprinkler or extinguishing systems, communication systems, and all other equipment, material or systems required by these regulations shall be maintained in an operable condition at all times. Upon disruption or diminishment of the fire protective qualities of such equipment, material or systems, immediate action shall be instituted to effect a reestablishment of such equipment material or systems to their original normal and operational condition.

597.1. Yearly Service.

a) Every required pressurized (stored-pressure) fire extinguisher and every required fire extinguisher which generates its expellent force by means of a chemical action shall be inspected, emptied, and serviced yearly or immediately after use, whichever occurs first.

   EXCEPTIONS:
   1) Carbon Dioxide extinguishers need not be emptied and recharged except as provided in Section 605.2.
   2) Liquid gas extinguishers need not be emptied and recharged except as provided in Section 607.1.
   3) Factory sealed disposable (nonrefillable) extinguishers shall conform to subsection 597.1(b). Cylinders shall be replaced when the total loss of weight is one-fourth ounce (1/4 oz.) or more of the rated capacity as shown on the cylinder or on a label attached to the cylinder.

b) All other types of required fire extinguishers shall be inspected and/or serviced yearly or immediately after use, whichever occurs first.

   EXCEPTION: Factory sealed disposable (nonrefillable) extinguishers shall not be recharged.

APPENDIX C

FIRE/LIFE SAFETY INSPECTION REPORT
ADULT/JUVENILE DETENTION FACILITIES

Facility:

FACILITY TYPE: (check one)

[ ] Adult max/med security
[ ] Adult minimum security
[ ] Juvenile max/med security
[ ] Juvenile minimum security
[ ] Holding Cell(s) only

An inspection of this facility was conducted per the mandate of Section 13146.1, California Health and Safety Code, and applicable requirements of Titles 19 and 24, California Code of Regulations. (Check appropriate box).

[ ] No deficiencies affection fire/life safety were noted. Fire clearance is granted.

[ ] Minor deficiencies pending correction affecting fire/life safety were noted. Fire clearance granted.

[ ] Fire clearance is withheld pending correction of deficiencies. (List of deficiencies is attached).

[ ] Prisoners are no linger detained at this facility.

The authority conduction the inspection shall submit copies of this report to the appropriate bodies listed below. *Where fire/life safety deficiencies are noted, a list of the deficiencies shall accompany this report.*

ADULT FACILITIES ONLY:

1. California Department of Forestry and Fire Protection
   California State Fire Marshal
   P.O. Box 944246
   Sacramento, CA 94244-2460
2. Board of Corrections
   Corrections Standards & Services Div.
   600 Bercut Drive
   Sacramento, CA 95814
3. Official in Charge of the Facility
4. Local Governing Body
5. Presiding Superior Court Judge
6. Grand Jury

JUVENILE FACILITIES ONLY:

1. California Department of Fire and Forestry
   California State Fire Marshal
   P.O. Box 944246
   Sacramento, CA 94244-2460
2. Board of Corrections
   Corrections Standards & Services Div.
   600 Bercut Drive
   Sacramento, CA 95814
3. Official in Charge of the Facility
4. Local Governing Body
5. Presiding Superior Court Judge
6. Grand Jury

Date of Inspection:_____ Inspected by: _____

Fire Authority:_____

APPENDIX D

ADULT/JUVENILE DETENTION FACILITY INSPECTION GUIDE

The following is to be used only as a guide and is not intended to include all applicable requirements.

		Yes	No	N/A
A.	**CONSTRUCTION**			
1.	Building construction type and fire resistive rating conform throughout and are maintained in good repair. (Sec. 308.2.2.2; CBC; Sec. 3.24, Title 19 CCR).	[ ]	[ ]	[ ]
2.	Proper interior and ceiling finish ratings are provided. (Sec. 308.8., Table 8B, CBC)	[ ]	[ ]	[ ]
3.	Vertical shaft enclosures are in good repair and fire assemblies at openings are properly maintained. (Sec. 711, Table 6A, CBC)	[ ]	[ ]	[ ]
B.	**EXITS**			
4.	Proper corridor construction and opening protection are provided and maintained. Dead-end corridors do not exceed 20 feet in length. (Sec. 1005, CBC)	[ ]	[ ]	[ ]
5.	All means of egress are unobstructed and free of storage. (Sec.3.11. Title 19 CCR)	[ ]	[ ]	[ ]
6.	Exitways and exit signs are illuminated and maintained. (Sec. 1012, 1013, CBC)	[ ]	[ ]	[ ]
7.	Corridors are not used as part of the air distribution system. (Sec. 317.9, CUIC)	[ ]	[ ]	[ ]
8.	Supervisory personnel are continually on duty and effective provisions are made to remove occupants in case of fire or other emergency. (Sec. 6030 (c) Penal Code)	[ ]	[ ]	[ ]
C.	**MECHANICAL/ELECTRICAL**			
9.	Fire damper, smoke detectors and similar devices are adequate, properly maintained and tested. (Sec. 605, CMC; 713.10, 713.11, CBC)	[ ]	[ ]	[ ]
10.	All heating, cooling and ventilation equipment is maintained satisfactorily. There are no visible defects. (Sec. 109.2, CMC)	[ ]	[ ]	[ ]
11.	Electrical wiring, fixtures, and appliances are properly installed and operated in a safe manner. (Sec. 3.24, Title 19 CCR)	[ ]	[ ]	[ ]
12.	Emergency power is provided for minimal lighting and fire/life safety systems. (Sec. 1012, CBC)	[ ]	[ ]	[ ]
D.	**HOUSEKEEPING**			
13.	Kitchen hoods, vents, ducts and filters are adequate, are maintained in proper condition and are free of grease. (Sec. 3.19, 3.24, Title 19 CCR)	[ ]	[ ]	[ ]
14.	All areas are free of unacceptable amounts of storage. (Sec. 3.19, Title 19 CCR)	[ ]	[ ]	[ ]
E.	**FIRE EXTINGUISHING/ALARM**			
15.	All first-aid fire fighting equipment is properly located and maintained. (Sec. 3.24, 3.29, Title 19 CCR)	[ ]	[ ]	[ ]
16.	All fire extinguishing systems are properly maintained and serviced. (Sec. 3.24, Title 19 CCR)	[ ]	[ ]	[ ]
17.	The automatic fire alarm system is properly maintained. (Sec. 3.24, Title 19 CCR)	[ ]	[ ]	[ ]
F.	**TRAINING/PREPLANNING**			
18.	At least one person is on duty who meets the training standards established for general fire and life safety relating specifically to the facility (per Sec. 6030 [c], Penal Code)	[ ]	[ ]	[ ]
19.	Fire suppression preplanning inspections are conducted by the local fire authority at least every two years. (Sec. 6031.1, Penal Code)	[ ]	[ ]	[ ]
20.	Training on the operation of self-contained breathing apparatus is provided. Recommended at least quarterly where applicable. (per Sec. 6030 [c], Penal Code)	[ ]	[ ]	[ ]

Where any deficiency is identified, please provide specific information regarding the deficiency type and location (e.g., the fire alarm in Building C indicated a trouble alarm and must be repaired.).

ADULT/JUVENILE DETENTION FACILITY INSPECTION GUIDE

The following is to used only as a guide and is not intended to include all applicable requirements.

A.	CONSTRUCTION	YES	NO	N/A
	1. Building construction type and fire resistive rating conform throughout and are maintained in good repair. The construction types which are permitted can be found in Sec. 308.2.2.2. A description of these construction types can be found in Sections 602, 603, 604, 605, and 606. In addition, table 6A provides information on the fire resistive requirements for various components of the building. (See also Sec. 3.24, Title 19, CCR).			
	2. Proper interior and ceiling finish ratings are provided. (Sec. 308.8.1, Tables 8A and 8B). The rapidity of the spread of fire is a significant factor in the overall fire protection plan for a detention facility. By controlling the flame spread of interior wall and ceiling finishes, the rate of fire and heat spread can be reduced. The finish ratings which have been adopted by the State Fire Marshal can be found in Sections 308.8.1 and Tables 8A and 8B.			
	3. Vertical shaft enclosures are in good repair and fire assemblies at opening are properly maintained. (Sec. 711, CBC). In multiple story buildings vertical shafts which extend between floors provide a means for the rapid extension of fire. Therefore, it is essential that these shafts to be protected as delineated in section 711 and Table 6A, CBC.			
B.	**EXITS**	**YES**	**NO**	**N/A**
	4. Proper corridor construction and opening protection are provided and maintained. Dead-end corridors do not exceed 20 feet in length. (Sec. 1005.5, 1005.7, and 1019.3, CBC) Exit corridors provide a protected means of evacuating inmates from a building or relocating them to a safe location in the event of fire or other emergency. Dead-end corridors must comply with Sec. 1005.5, CBC.			

	EXITS	YES	NO	N/A

	5. All means of egress are unobstructed and free of storage. (Sec. 3.11, Title 19). Corridors, stairways must be maintained free of storage, litter or other materials which could impede the relocation of inmates in an emergency. Exit doors must be maintained in good repair and be unobstructed. In addition, required exit doors which are used frequently must be checked periodically to insure that they operate freely and locking devices are not frozen by rust or other means.			
	6. Exitways and exit signs are illuminated and maintained. (Sec. 601.1.1, CMC). **Emergency power must be available to provide lighting for** exitways and required exit signs. This facilitates exit travel in dark or smoky conditions.			
	7. **Corridors are not used as part of the air distribution system. (Sec. 601.1.1, CMC).** Corridors must not be used as part of the air distribution system within the building since this would provide a rapid means of spreading heat and smoke throughout the building..			
	8. **A reliable means is provided to promptly release all prisoners from locked areas. (Sec. 1023(e), CBC, Appendix).** A reliable means of releasing inmates from locked areas may include electrical or other automatic lock controls or manual type gang locks.			
C.	**MECHANICAL/ELECTRICAL**	**YES**	**NO**	**N/A**
	9. **Fire dampers, smoke detectors and similar devices are adequate, properly maintained and tested. (Sec. 605, CMC, 713.10, 713.11).** Fire dampers, smoke/fire dampers are generally required at penetrations of fire resistive assemblies such as fire walls, exit corridor walls, and vertical shafts. These devices should be tested periodically and maintained to prevent the rapid spread of smoke and fire within the building.			

	MECHANICAL/ELECTRICAL	YES	NO	N/A
	10. All heating, cooling and ventilation equipment is maintained satisfactorily. There are no visible defects. (Sec. 305.8, and 608, CMC) Heating and cooling air handling equipment which moves in excess of 2000 cubic feet per minute should be equipped with an automatic shut off activated by smoke detectors. The smoke detectors should be maintained to insure proper operation.			
	11. **Electrical wiring, fixtures, and appliances are properly installed and operated in a safe manner. (Sec. 3.24, Title 19, CCR).** Temporary wiring or excessive length extension cords should not be used without the approval of the fire authority.			
	12. Emergency power is provided for minimal lighting and fire/life safety systems. (Sec. 1018, CBC, Appendix, CBC). Emergency power may be provided by storage batteries or electrical generator. The system should be tested and maintained to insure reliability. Emergency power should provide power for minimal lighting in housing unit, activities areas, corridors, stairs, control points and to maintain fire and life safety, security, communications and alarm systems. See article 700 of the California Electrical Code.			
D.	**HOUSEKEEPING**	**YES**	**NO**	**N/A**
	13. Kitchen hoods, vents, ducts, and filters are adequate, are maintained in proper condition and are free of grease. (Sec. 3.19, 3.24, Title 19). Kitchen hoods, vents, ducts and filters should be maintained to insure they are kept free of grease accumulation.			
E.	**FIRE EXTINGUISHING/ALARM**	**YES**	**NO**	**N/A**
	14. **All first-aid fire fighting equipment is properly located and maintained. (Sec. 3.24, 3.29, Title 19, CCR).** Fire extinguishers and fire hoses should be serviced on an annual basis to insure their reliability.			

E.	FIRE EXTINGUISHING/ALARM	YES	NO	N/A
	15. All fire extinguishing systems are properly maintained and serviced. (Sec. 3.24, Title 19, CCR). All automatic fire extinguishing systems must be serviced and tested periodically to insure reliability.			
	16. The automatic fire alarm system is properly maintained. (Sec. 1.14, Title 19, CCR). The automatic fire alarm system must be maintained and tested periodically to insure reliability.			
	17. Whenever a prisoner is in custody there is at least one person on duty who meets the training standards established for general fire and life safety relating specifically to the facility (per Sec. 6030(c), Penal Code). Custody personnel must receive annual training in fire and life safety. Section 6030(c) of the Penal Code provides that at least one person on duty at the detention facility **be knowledgeable of fire and life safety procedures.**			
	18. **Fire suppression preplanning inspections are conducted by the local fire authority at least biennially. (Sec. 6031.1, Penal Code).** The Penal Code provides that the local fire department must conduct a preplanning fire suppression inspection at least biennially. Obviously, the intent of this requirement is to insure that fire suppression personnel are familiar with security procedures, entry areas and water availability as well as with building(s).			

Where any deficiency is identified, please provide specific information regarding the deficiency type and location (e.g., the fire alarm in Building C indicated a trouble alarm and must be repaired).